

Purpose

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Use this procedure to copy an existing Expense Report to enable creation of a new similar expense report.

Trigger

You want to copy an existing Expense Report into a new Expense Report.

Prerequisites

- An Expense Report must already exist.
- Employee must be able to log into the ESS portal.

Menu Path

There is no menu path for actions through the Portal.

Transaction Code

Portal

Helpful Hints

- None

Procedure

1. Start the transaction using the menu path or transaction code.

**Universal Worklist - SAP NetWeaver Portal**

2. Click the **Employee Self-Service** tab .

**My Overview - SAP NetWeaver Portal**

3. Click the **My Travel and Expenses** tab .


**PageBuilder**

4. Click the **My Trips and Expenses** label .



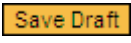
**Traveler Work Center**

5. Click the **All My Expense Reports** tab.

**Traveler Work Center**

6. Select the Expense Report to copy by clicking the **Gray Box** next to the correct row. For this example, select **Trip Number 197**.
7. Click the **Copy** button .

**Expense Report**

8. Click the **New Start Date** search box .
9. Select the **New Start Date** for the new trip. For this example, select day **5**.
10. Click the **Start** button .
11. Click the **Save Draft** button  after making the necessary changes. From this step onwards, follow the same process as creating a new Expense Report, which can be found in the BPP titled Portal_Expense Report - Create.

Result

You have successfully copied an existing Expense Report into a new Expense Report.